



## Serving Our Community

67 High Street, Willington, Crook, Co. Durham, DL15 0PF

Town Mayor: Councillor Dorothy Hales

Town Clerk: Helen Cogdon

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15<sup>th</sup> May 2024

### PUBLIC NOTICE

Dear Resident

Notice is hereby given that the **Annual Meeting of Greater Willington Town Council** will be held at 67 High Street, Willington, Crook, Co. Durham on **Tuesday 21<sup>st</sup> May 2024** following the Annual Parish Meeting.

For the purpose of transacting the following business.

#### AGENDA

1. Welcome
2. Election of Town Mayor  
Declaration of Acceptance of office by the Town Mayor
3. Election of Deputy Town Mayor  
Declaration of Acceptance of Office by the Deputy Town Mayor
4. Approval of Apologies for Absence
5. Minutes of the previous Annual Meeting on the 16<sup>th</sup> May 2023 (for information only)
6. To approve the Ordinary Meeting Minutes held on 9<sup>th</sup> April 2024  
Matters arising (for information only)
7. To approve the structure, composition, and delegated powers of the council
  - i) To approve steering groups as and when required
  - ii) To appoint staffing sub-committee members
  - iii) To appoint the Willington and Tow Law Three Towns Partnership Board representative
8. To approve the 2023/2024 Draft Accounts of Greater Willington Town Council (Appendix 1)
9. Consideration of the Greater Willington Town Council 2023/2024 Annual Governance and Accountability Return
  - i) Section 1 - Annual Governance Statement 2023/24 (Appendix 2)
  - ii) Section 1 - Annual Internal Audit Report 2023/24 (Appendix 3)
  - iii) Section 2 – Accounting Statements 2023/24 (Appendix 4)
  - iv) To endorse the Financial Regulations Annual review (Appendix 5)
  - v) To approve the Responsible Financial Officer (RFO)
  - vi) To approve the continuance of cheque signatories and the RFO's delegated powers for expenditure up to £500.00
  - vii) To appoint an Internal Auditor

10. To approve the Annual Risk Assessment Report (Appendix 6)
11. To approve the RFO's delegated powers to update insurance policies as and when necessary
12. To approve the Standing Orders Annual Review (Appendix 7)
13. Approval of Council Policies  
*Available to view prior to the meeting during office opening hours*
  - Protocol for member/officer relations
  - Member Code of Conduct
  - Equal Opportunities
  - Diversity Statement
  - Safeguarding Policy
  - Community Engagement
  - Public Participation Policy
  - Anti-fraud and Corruption Policy
  - Policy on Reserves and Restricted Funds
  - Publication Scheme
  - Freedom of Information Charging Policy
  - Councillor and Employee Expenses
  - GDPR Data Retention and Disposal Policy
  - GDPR Information and Data Protection Policy
  - GDPR Privacy Policy
  - Allotment Policy
14. To approve the 2023/2024 Annual Report (Appendix 8)
15. To approve the Schedule of Meetings for 2024/2025
16. To receive an update on ongoing Council business
17. Date and time of next meeting  
**Annual Parish Meeting TBC**  
**Annual Meeting TBC**



Helen Cogdon

Town Clerk

To: All members of The Greater Willington Town Council

Please note members of the public are entitled to attend and observe committee meetings, subject to

The Public Bodies (Admission to Meetings) Act 1960 as amended by The Openness of Local Government Bodies Regulations 2014.

If residents wish to speak at a council meeting, please write to the Town Clerk no later than 12 noon prior to the meeting so that public participation agenda time can be allocated.